



Staff Council Standing Committee Minutes

Committee Name: Communications & Marketing

Meeting Date and Place: Thursday, January 24, 2019 from 3-4pm @ the University Club

Members Present: Ray Mitchell, Brian Vineyard, Lisa Walden, Tracy Wenzl

Members Excused: Brad Beck, Autumn Collins, Erica Grong

Members Absent:

Guests Present: Brooke Cholka, Ryan Gregg

Minutes submitted by: Tracy Wenzl

	Subject	Notes	Follow-Up
1	Approve Agenda	Approved	
2	Approve Minutes (from 10/25/2018)	Approved	
3	Communications Plan	Revisions pending	Lisa to revise
4	Exec marketing discussion	President-elect Ryan Gregg presented some ideas regarding the strategic plan, social media operators, logos and flyer templates, and the website. Discussion ensued.	Lisa to talk to Ethan Rule re: graphic design service availability at UNM
5	Nuts and Bolts	Brooke Cholka described her role in coordinating the SC Leadership program, which includes the mentorship program, Nuts and Bolts presentations and building community among councilors. She has identified a number of documents that need updating on our website (comms plan, event requests and planning guides, etc) which have made it difficult to present info to councilors. Progress is being made towards updating documents.	Brooke to consider what kinds of assistance she needs beyond updated documents, let C&M know if we can assist
6	Next Meeting	The next meeting will be February 28, 2019 from 3-4 pm @ University Club	Meeting adjourned 4:10 pm